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7 DEC 1970

MEMORANDUM FOR: ✓ Chief, Building Planning Staff, OL
 Chief, Personnel & Training Staff, OL
 Chief, Planning Staff, OL
 Chief, Procurement Management Staff, OL
 Chief, Security Staff, OL
 Chief, Logistics Services Division, OL
 Chief, Printing Services Division, OL
 Chief, Procurement Division, OL
 Chief, Real Estate & Construction Division, OL
 Chief, Supply Division, OL

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SUBJECT : Internal Agency Logistics Training

1. The dearth of formalized training within the Agency in Logistics functions was impressed upon me during my recent TDY travel in the Far East. I took the opportunity of holding personal conversations with many Logistics careerists, and fully half of them expressed a desire for more "training in the various Logistics functions upon their return to Headquarters. The fact that some of these individuals could not be more specific in the type of or the goal for the training does not preclude the necessity of studying the issue.

2. Some 3 years ago the Office of Logistics did, in fact, conduct an in-house survey or orientation course for new EOD's and overseas returnees that touched on all our functions. Lack of prospective attendees apparently motivated us to cancel the program, although the fault may have been in too frequent scheduling. There exists today the Office of Training-sponsored "Field Finance and Logistics Course" of 3 weeks duration. This, however, is hardly suitable for overseas returnees. We are now developing a course on contracting and project management which is designed primarily to acquaint technical project monitors with their role, along with the contracting officer, on project contractual management.

3. What is needed is a real hard look at what we would want to accomplish by a training experience that would encompass all our functions, how detailed we would desire the learning experience to be, what our assets are to accomplish it, and how best to bring such a training opportunity into being. I am convinced some functions should be stressed and presented in greater detail than others. For example, the Agency Property Funding

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System should be developed in very precise and detailed fashion. This is equally true as to the concepts of property accountability, interservice agreements, etc. At the other end of the spectrum we cannot and should not make graphics experts out of all our people but a detailed explanation of the several methods of reproduction would be beneficial. The matter of contract procurement could possibly be handled by encompassing in a new course the contracting course previously described but the purchase function would have to be added.

4. I believe the above is sufficient to state the problem and provide some insight into a remedy as I see it.

5. This memorandum establishes a Training Review Committee to take this problem under advisement and present me with recommendations to meet the matter. The Committee is free to consult anyone in the Office of Logistics. The Committee is also free to recommend speakers - participants from other units, i.e., Office of Planning, Programming and Budgeting, Office of Finance, wherein they believe a contribution can be made, and the Committee may also have informal contact with such units on this matter.

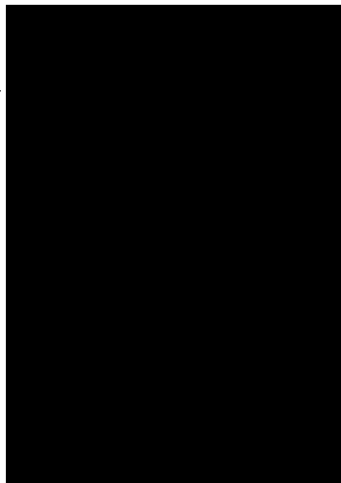
6. The Training Review Committee membership is:

Chairman

Executive Secretary

Members

Consultant



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7. No deadline is established for submission of recommendations but we do have a desire to get on with the matter in a positive fashion. I will shortly contact the Chairman and arrange to meet with the Committee for an initial exploratory conversation.



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John F. Blake
Director of Logistics

cc: Ea. Committee Member

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